



Compensation Plan Guidelines

1. Compensation may be adjusted for one of the following reasons:
 - a. Merit pay based upon annual evaluation: effective July 1.
 - i. The form of increase in compensation will be a bonus versus a raise to base pay through 2020, until full accreditation is achieved; at that time, raises versus bonuses will be reconsidered.
 - ii. Bonuses will be awarded at a fixed percentage (to be established annually by BCOM) to all benefits-eligible employees; employees evaluated as “does not meet expectations” will not receive a bonus. The amount of bonus will vary annually, subject to market conditions and budget availability, as discussed below.
 - iii. Employees with less than 90 days service at June 30 will not be eligible for merit pay on July 1. Employee bonus will be prorated based upon hire date during the current year. Employees must be employed with BCOM as of the date of the bonus payment to receive a bonus.
 - iv. Bonuses will be calculated on base salary as of June 30 of any given year, and will be paid on the payroll immediately following July 1 of that year.
 - b. Market equity adjustment will be awarded as discussed below to all benefits-eligible employees: effective July 1.
 - c. Internal transfer or promotion: effective with change of position.
2. A compensation funding pool will be established, pending Board budgetary approval, to fund annual merit pay and market equity adjustments, subject to the following guidelines:
 - a. There will be separate funding pools for faculty and staff compensation adjustments.
 - i. Executive-level employees will not receive bonus or equity adjustments.
 - ii. Employees with a fixed termination date within the following fiscal year will not be included in the equity pool.
 - iii. Employee salaries included in the compensation pool will not include temporary approved increases in FTE.
 - b. Pools will be sub-divided between merit increases and market adjustments.
 - i. Faculty will be consulted on division of funds between the two sub-pools for the faculty compensation pool.

- c. Staff market equity adjustments will be based upon CUPA median salary data, adjusted for experience in the position title; incumbents with less than 5 years of experience in the title duties will be targeted to the CUPA small school median. Positions not identified in CUPA will be addressed through COM salary surveys, as required.
- d. Faculty market equity adjustments will be based upon AAMC benchmarking data, drawn from the AAMC Salary Survey of Private Institution-25th percentile. It will be used as a guideline for setting faculty salaries. Actual faculty salaries may be adjusted for other factors.
- e. BCOM will establish a separate table of target faculty and staff salaries, drawn from these sources. The table will be updated periodically.
- f. Market target salaries will be prorated for FTE; the market target salary will be multiplied by the employee's actual FTE for the purpose of comparison.
- g. Employee increases for market equity adjustments will be budgetarily limited to 20% per year, per employee; an approved adjustment will be made over, multiple years, as needed.

** These guidelines are subordinate to BCOM Policy.